

**Contact Person:**

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**Virginia Bureau of Insurance****Review Requirements Checklist**

1300 East Main St  
Richmond, VA 23219

Effective as of: December 1, 2005

LINE OF BUSINESS:	Other Liability Commercial	LINE(S) OF INSURANCE	CODES
		<u>Commercial Umbrella/Excess Liability</u>	<u>17.0020</u>
Code:	17.0000	<u>Pollution/Environmental Impairment Liability</u>	<u>17.0011</u>
Claims Made:	17.1000	<u>Professional Errors and Omissions Liability</u>	<u>17.0019</u>
Occurrence:	17.2000	<u>Excess Workers' Compensation</u>	<u>16.0003</u>
Product Name Not Listed:	33.2000	<u>Directors' and Officers' Liability</u>	<u>17.0006</u>
		<u>Employment Practices Liability</u>	<u>17.0010</u>
		<u>Employee Benefits Liability</u>	<u>17.0008</u>
		<u>Nuclear Energy Liability</u>	<u>17.0016</u>

IF CHECKLIST IS NOT APPLICABLE, PLEASE EXPLAIN:

I \_\_\_\_\_  
\_\_\_\_\_

THIS NAIC PRODUCT REVIEW REQUIREMENTS CHECKLIST CONTAINS ADMINISTRATIVE FILING REQUIREMENTS. DETAILED INFORMATION PERTAINING TO LEGAL REQUIREMENTS ARE CONTAINED IN THE NAIC PRODUCT REQUIREMENTS LOCATOR (PRL). SELECT THE COMMERCIAL GENERAL LIABILITY, UMBRELLA/EXCESS, PROFESSIONAL E&O, DIRECTORS & OFFICERS, AND/OR PRODUCT NAME NOT LISTED PRL FROM THE LINK BELOW.

REVIEW REQUIREMENTS	REFERENCE	DESCRIPTION OF REVIEW STANDARDS REQUIREMENTS
VIRGINIA INSURANCE CODE	<a href="#">Title 38.2 of the Code of Virginia</a>	
NAIC UNIFORM PRODUCT CODING MATRIX	<a href="#">Product Coding Matrix</a>	
NAIC PRODUCT LOCATOR MODULE	<a href="#">Product Requirements Locator Module</a>	The NAIC Product Requirements Locator (PRL) is a searchable database containing detailed descriptions of filing and legal requirements.

REVIEW REQUIREMENTS	REFERENCE	DESCRIPTION OF REVIEW STANDARDS REQUIREMENTS
<b>GENERAL REQUIREMENTS FOR ALL FILINGS</b>		
COPIES, RETURN ENVELOPES, ETC	administrative requirement	A complete copy of the filing must be provided for each company for which the filing is submitted. An extra copy of the cover letter must be included for acknowledgement, along with a postage-paid return envelope.
COVER LETTER AND EXPLANATORY MEMORANDUM	<a href="#">Administrative Letter 1983-7</a> administrative requirement	The cover letter must contain the NAIC number and full company name of each company for which the filing is submitted. Companies may use a fully completed and signed NAIC Uniform Transmittal Form in lieu of a cover letter.
FORMS LIST REQUIRED	administrative requirement	An updated list of forms, including titles, form numbers, and edition dates, must be provided with every filing that includes forms. Mandatory forms may be indicated as such by use of an asterisk or other symbol, in lieu of a rule. The cover letter should indicate whether any forms or manual pages are being replaced or withdrawn.
EFFECTIVE DATE WORDING	<a href="#">Administrative Letter 2005-02</a>	The cover letter or NAIC Uniform Transmittal Form must request a specific effective date and method of implementation. The method of implementation selected must be specific and must be applied consistently by each company named in the filing.
EFFECTIVE DATE AND METHOD OF IMPLEMENTATION FOR RATE SERVICE ORGANIZATION FILINGS	<a href="#">Administrative Letter 2005-02</a>	If the company desires an implementation method other than the method designated by the company's authorized RSO, the company must submit a filing prior to the implementation effective date of the RSO filing providing the Bureau with the method of implementation selected by the company. Another option would be for the insurer to submit a manual rule, applicable to the program(s) filed on its behalf by an RSO, indicating the implementation method that the company will use for all filings in lieu of the implementation method proposed by the RSO. For example, the rule could be similar to the following: "All filings submitted on our behalf by the RSO will be implemented on a policy effective date basis."
FILING SUBMISSION	<a href="#">Virginia Filing Guidelines Handbook</a>	Filings (other than installment payment plans) must be submitted separately by line of insurance and/or by program and must include a complete copy of the filing for each company to which the filing applies. Group filings must be sorted and collated by company. This requirement also applies to correspondence and resubmissions.

THIRD PARTY FILERS - AUTHORITY	<a href="#">Virginia Filing Guidelines Handbook</a>	Third party filers, other than Rate Service Organizations, must include with each submission a completed and signed filing authorization form (see the Virginia Filing Guidelines Handbook for this form) or a signed original letter granting authority and referencing the specific filing to which it is attached.
MANUAL PAGES REQUIRED	administrative requirement	Rates and supplementary rate information must be submitted on 8 1/2 x 11" paper and may not be labeled as an exhibit. The pages should include the company or group name and the program type or name. A rating rule is required for each premium-bearing form.

I hereby certify that I have reviewed the attached filing and determined that it is in compliance with the items listed in the Commercial Other Liability Review Standards Checklist and the applicable PRL.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_ Phone No: ( ) \_\_\_\_\_ FAX No: ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_